Summer 2020 Faculty Development Workshops

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Overview

The documents below are the workshop schedules I created for Summer 2020. The workshops in July were targeted toward classroom-based faculty transitioning to remote teaching; the August workshops were for online and remote instructors.

The drop-in hours scheduled the Week of August 31 continue through the Fall semester; as of October 4 I am conducting a needs analysis as a precursor to creating the late fall/winter schedules.

Notes:

- Workshop Session Descriptions are on pages 8-9.
- Presenters include myself (“Judie”), our Blackboard Administrator ("Harold"), the Dean of Distributed Learning (“Craig”), our Accessibility Technologist (“Nancy”), and our Media Services people (“Media” and “Barry”).
- Hyperlinks have been removed to anonymize Zoom rooms.

Responsive Course Design Workshop

Hello Everyone,
Please join me for a workshop on preparing Fall courses for any modality. A "Responsive" course can be taught face-to-face one day and is ready to continue remotely the next. This up-front planning can reduce stress and help keep students focused.

The Responsive Course (Re)Design workshop consists of four units - Design, Activities, Inclusion, and Communication - to break down the course update process into manageable chunks while providing you with best practices in teaching remotely, plus ways to implement evidence-based teaching strategies into all courses.
Emphasis is placed on alignment with learning objectives, evidence-based teaching strategies (retrieval practice, interleaving, spaced repetition, metacognition), Universal Design for Learning, and building community through instructor presence and student-to-student interaction.

Participants will gain access to a support website with documents you can use to ensure courses are student-ready when/if the teaching modality suddenly changes. Participants will also be engaging in discussions and activities; some homework is required between sessions.

You can participate asynchronously in Blackboard, or join the Zoom session for real-time sharing and discussion.

**June Cohort:**
*Zoom dates/times:*
Tuesday, June 9, 10:00am - noon - Section 1: Design  
Thursday, June 11, 10:00am - noon - Section 2: Activities  
Tuesday, June 16, 10:00am - noon - Section 3: Inclusion  
Thursday, June 18, 10:00am - noon - Section 4: Communication

**July Cohort:**
*Zoom dates/times:*
Tuesday, July 7, 10:00am - noon - Section 1: Design  
Thursday, July 9, 10:00am - noon - Section 2: Activities  
Tuesday, July 14, 10:00am - noon - Section 3: Inclusion  
Thursday, July 16, 10:00am - noon - Section 4: Communication
# GCC Mini Workshops – Summer 2020, Week of July 27

All sessions held in Zoom; no registration required.

<table>
<thead>
<tr>
<th>Week of July 27</th>
<th>Monday 7/27</th>
<th>Tuesday 7/28</th>
<th>Wednesday 7/29</th>
<th>Thursday 7/30</th>
</tr>
</thead>
</table>
| 10:00 am       | “Date Management” in Blackboard: [Zoom Judie](#)  
--- Bb* Drop-in Help: [Zoom Harold](#)  
---  | Course Design Best Practices: [Zoom Harold](#)  
--- Bb Drop-in Help: [Zoom Judie](#)  
---  | Blogs, Wikis, & Journals in Blackboard: [Zoom Harold](#)  
--- Bb Drop-in Help: [Zoom Judie](#)  
---  | Remote Learning Template – Organize Your Course Materials: [Zoom Harold](#)  
--- Bb Drop-in Help: [Zoom Judie](#)  
---  |
| 11:00 am       | Blackboard Tips & Tricks: [Zoom Harold](#)  
--- Bb Drop-in Help: [Zoom Judie](#)  
---  | Accessible Digital Content: [Zoom Judie](#)  
--- Bb Drop-in Help: [Zoom Harold](#)  
---  | “Assignments” - Best Practices for Authentic Assessment: [Zoom Harold](#)  
--- Bb Drop-in Help: [Zoom Judie](#)  
---  | Video Storage in Ensemble: [Zoom Harold](#)  
--- Bb Drop-in Help: [Zoom Judie](#)  
---  |
| 1:00 pm        | “Tech Tool of the Week”: [Zoom Judie](#)  
--- Bb Drop-in Help: [Zoom Harold](#)  
---  | Organize Your Bb Course Menu: [Zoom Harold](#)  
--- Bb Drop-in Help: [Zoom Judie](#)  
--- Accessibility Drop-in Assistance: [Zoom Nancy](#)  
---  | Intro to Blackboard Grade Center: [Zoom Judie](#)  
--- Bb Drop-in Help: [Zoom Harold](#)  
---  | Add Closed Captions to Your Videos: [Zoom Judie](#)  
--- Bb Drop-in Help: [Zoom Harold](#)  
---  |
| 2:00 pm        | “Remote Learning” Best Practices: [Zoom Harold](#)  
--- Bb Drop-in Help: [Zoom Judie](#)  
---  | Get Familiar with Zoom Tools: [Zoom Judie](#)  
--- Bb Drop-in Help: [Zoom Harold](#)  
--- Accessibility Drop-in Assistance: [Zoom Nancy](#)  
---  | All about Ally: [Zoom Judie](#)  
--- Bb Drop-in Help: [Zoom Harold](#)  
---  | Make a Video for Your Course: [Zoom Judie](#)  
--- Bb Drop-in Help: [Zoom Harold](#)  
---  |
| 3:00 pm        |  | Zoom Drop-In Help: [Zoom Craig](#)  
---  |  | Zoom Drop-In Help: [Zoom Barry](#)  
---  |
| 6:00 pm        |  | The Remote Learning Template – Organize Your Course Materials: [Zoom Judie](#)  
---  | Adaptive Release in Blackboard: [Zoom Judie](#)  
---  | Create an Ensemble Dropbox for Your Students: [Zoom Harold](#)  
---  |
### GCC Mini Workshops – Summer 2020 – Week of August 3

All sessions held in Zoom; no registration required.

<table>
<thead>
<tr>
<th>Week of August 3</th>
<th>Monday 8/3</th>
<th>Tuesday 8/4</th>
<th>Wednesday 8/5</th>
<th>Thursday 8/6</th>
</tr>
</thead>
</table>
| **10:00 am**     | Blackboard Tips and Tricks: [Zoom Harold](mailto:Zoom Harold)  
Bb Drop-in Help: [Zoom Judie](mailto:Zoom Judie) | “Tech Tool of the Week  
[Zoom Judie](mailto:Zoom Judie)  
Intro to Blackboard  
Grade Center: [Zoom Judie](mailto:Zoom Judie) | | |
| **11:00 am**     | “Date Management” in Blackboard:  
[Zoom Judie](mailto:Zoom Judie)  
Bb Drop-in Help: [Zoom Harold](mailto:Zoom Harold) | “Assignments” - Best Practices for Authentic Assessment: [Zoom Judie](mailto:Zoom Judie)  
Add Closed Captions to Your Videos: [Zoom Judie](mailto:Zoom Judie) | | |
| **1:00 pm**      | Organize Your Blackboard Course Menu:  
[Zoom Harold](mailto:Zoom Harold)  
Bb Drop-in Help: [Zoom Judie](mailto:Zoom Judie) | Get Familiar with Zoom Tools: [Zoom Judie](mailto:Zoom Judie)  
Accessibility Drop-in Assistance: [Zoom Nancy](mailto:Zoom Nancy) | Video Storage in Ensemble: [Zoom Judie](mailto:Zoom Judie) | |
| **2:00 pm**      | Course Design Best Practices:  
[Zoom Judie](mailto:Zoom Judie)  
Bb Drop-in Help: [Zoom Harold](mailto:Zoom Harold) | Make a Video for Your Course: [Zoom Judie](mailto:Zoom Judie)  
Accessibility Drop-in Assistance: [Zoom Nancy](mailto:Zoom Nancy) | Create an Ensemble Dropbox for Your Students: [Zoom Judie](mailto:Zoom Judie) | |
| **3:00 pm**      | | | Zoom Drop-In Help: [Zoom Barry](mailto:Zoom Barry) | |
| **6:00 pm**      | ---- | Remote Learning Template – Organize Your Course Materials: [Zoom Craig](mailto:Zoom Craig) | “Remote Learning” Best Practices: [Zoom Judie](mailto:Zoom Judie) | |

*Bb = Blackboard
## GCC Mini Workshops – Summer 2020, Week of August 10

All sessions held in Zoom; no registration required.

<table>
<thead>
<tr>
<th>Week of August 10</th>
<th>Monday 8/10</th>
<th>Tuesday 8/11</th>
<th>Wednesday 8/12</th>
<th>Thursday 8/13</th>
</tr>
</thead>
</table>
| 10:00 am          | Blackboard Tips & Tricks: [Zoom Judie](#)  
Bb* Drop-in Help: [Zoom Harold](#)  | Add Closed Captions to Your Videos: [Zoom Harold](#)  
Bb Drop-in Help: [Zoom Judie](#)  | “Date Management” in Blackboard: [Zoom Harold](#)  
Bb Drop-in Help: [Zoom Judie](#)  | “Remote Learning” Best Practices: [Zoom Harold](#)  
Bb Drop-in Help: [Zoom Judie](#)  |
| 11:00 am          | Video Storage in Ensemble [Zoom Harold](#)  
Bb Drop-in Help: [Zoom Judie](#)  | Get Familiar with Zoom Tools: [Zoom Judie](#)  
Bb Drop-in Help: [Zoom Harold](#)  | Course Design Best Practices: [Zoom Harold](#)  
Bb Drop-in Help: [Zoom Judie](#)  | “Tech Tool of the Week”: [Zoom Harold](#)  
Bb Drop-in Help: [Zoom Judie](#)  |
| 1:00 pm           | “Assignments” - Best Practices for Authentic Assessment: [Zoom Judie](#)  
Bb Drop-in Help: [Zoom Harold](#)  | Intro to Blackboard Grade Center: [Zoom Harold](#)  
Bb Drop-in Help: [Zoom Judie](#)  
Accessibility Drop-in Assistance: [Zoom Nancy](#)  | Remote Learning Template – Organize Your Course Materials: [Zoom Judie](#)  
Bb Drop-in Help: [Zoom Harold](#)  | All about Ally: [Zoom Judie](#)  
Bb Drop-in Help: [Zoom Harold](#)  |
| 2:00 pm           | Get Familiar with Zoom Tools: [Zoom Harold](#)  
Bb Drop-in Help: [Zoom Judie](#)  | Blogs, Wikis, & Journals in Blackboard: [Zoom Judie](#)  
Bb Drop-in Help: [Zoom Harold](#)  
Accessibility Drop-in Assistance: [Zoom Nancy](#)  | Create an Ensemble Dropbox for Your Students: [Zoom Judie](#)  
Bb Drop-in Help: [Zoom Harold](#)  | Organize Your Blackboard Course Menu: [Zoom Judie](#)  
Bb Drop-in Help: [Zoom Harold](#)  |
| 3:00 pm           | Zoom Drop-In Help: [Zoom Craig](#)  | Remote Learning Template – Organize Your Course Materials: [Zoom Judie](#)  | Zoom Drop-In Help: [Zoom Barry](#)  |
| 6:00 pm           | Adaptive Release in Blackboard: [Zoom Craig](#)  | “Assignments” – Best Practices for Authentic Assessment: [Zoom Harold](#)  |  |
### GCC Mini Workshops – Summer 2020, Week of August 17

All sessions held in Zoom; no registration required.

<table>
<thead>
<tr>
<th>Week of August 17</th>
<th>Monday 8/17</th>
<th>Tuesday 8/18</th>
<th>Wednesday 8/19</th>
<th>Thursday 8/20</th>
<th>Friday 8/21</th>
</tr>
</thead>
</table>
| 10:00 am          | Creating Accessible Digital Content: **Zoom Judie**  
---  
Bb* Drop-in Help: **Zoom Harold** | “Remote Learning” Best Practices: **Zoom Harold**  
---  
Bb Drop-in Help: **Zoom Judie** | “Assignment” Best Practices: **Zoom Harold**  
---  
Bb Drop-in Help: **Zoom Judie** | Create an Ensemble Dropbox for Your Students: **Zoom Harold**  
---  
Bb Drop-in Help: **Zoom Judie** | --- |
| 11:00 am          | Make a Video for Your Course: **Zoom Harold**  
---  
Bb Drop-in Help: **Zoom Judie**  
---  
**Zoom** Drop-in Help: **Zoom Media** | Add Closed Captions to Your Videos: **Zoom Judie**  
---  
Bb Drop-in Help: **Zoom Harold** | Video Storage in Ensemble: **Zoom Harold**  
---  
Bb Drop-in Help: **Zoom Judie**  
---  
**Zoom** Drop-in Help: **Zoom Media** | Get Familiar with Zoom Tools: **Zoom Harold**  
---  
Bb Drop-in Help: **Zoom Judie** | **Zoom** Drop-in Help: **Zoom Media** |
| 1:00 pm           | Blogs/Wikis/Journals in Blackboard: **Zoom Judie**  
---  
Bb Drop-in Help: **Zoom Harold** | All about Ally: **Zoom Harold**  
---  
Bb Drop-in Help: **Zoom Judie**  
---  
Accessibility Drop-in Assistance: **Zoom Nancy** | Intro to Bb Grade Center: **Zoom Judie**  
---  
Bb Drop-in Help: **Zoom Harold** | Creating Accessible Digital Content: **Zoom Judie**  
---  
Bb Drop-in Help: **Zoom Harold** | Active Learning In Zoom (Responsive Course Design): **Zoom Judie** |
| 2:00 pm           | Adaptive Release in Blackboard: **Zoom Harold**  
---  
Bb Drop-in Help: **Zoom Judie** | Remote Learning Template – Organize Your Course Materials: **Zoom Judie**  
--- | Course Design Best Practices: **Zoom Judie**  
---  
Bb Drop-in Help: **Zoom Harold** | “Date Management” in Blackboard: **Zoom Judie**  
---  
Bb Drop-in Help: **Zoom Harold** | **Zoom** Drop-in Help: **Zoom Media** |
<table>
<thead>
<tr>
<th>Week of August 17</th>
<th>Monday 8/17</th>
<th>Tuesday 8/18</th>
<th>Wednesday 8/19</th>
<th>Thursday 8/20</th>
<th>Friday 8/21</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>6:00 pm</strong></td>
<td>----</td>
<td>Bb Drop-in Help: <strong>Zoom Harold</strong> --- Accessibility Drop-in Assistance: <strong>Zoom Nancy</strong> --- <strong>Zoom</strong> Drop-in Help: <strong>Zoom Media</strong></td>
<td>Blackboard Tips &amp; Tricks: <strong>Zoom Judie</strong></td>
<td><strong>Zoom</strong> Drop-in Help: <strong>Zoom Media</strong></td>
<td>----</td>
</tr>
</tbody>
</table>

**GCC Mini Workshops – Summer 2020, Week of August 24**

All sessions held in Zoom; no registration required.

<table>
<thead>
<tr>
<th>Week of August 24</th>
<th>Monday 8/24</th>
<th>Tuesday 8/25</th>
<th>Wednesday 8/26</th>
<th>Thursday 8/27</th>
<th>Friday 8/28</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>10:00 am</strong></td>
<td>Intro to Bb* Grade Center: <strong>Zoom Harold</strong> --- Bb* Drop-in Help: <strong>Zoom Judie</strong></td>
<td>9:00 am: OSCQR <strong>Zoom Judie</strong> --- 10:00 am: Bb Drop-in Help: <strong>Zoom Harold</strong></td>
<td>President’s Address at 9:00</td>
<td>Remote Learning Student Perspective Zoom Serena --- Bb Drop-in Help: <strong>Zoom Judie</strong></td>
<td>Aligning CLOs with Course Activities (RCD)**: <strong>Zoom Judie</strong> --- Bb Drop-in Help: <strong>Zoom Harold</strong></td>
</tr>
<tr>
<td><strong>11:00 am</strong></td>
<td>Assignment Best Practices: <strong>Zoom Judie</strong> --- Bb Drop-in Help: <strong>Zoom Harold</strong> ---</td>
<td>Why Are there Gauges in My Course? <strong>Zoom Judie</strong> --- Bb Drop-in Help: <strong>Zoom Harold</strong> ---</td>
<td>Get Familiar with Zoom Tools: <strong>Zoom Harold</strong> ---</td>
<td>Bb Quizzes 101 <strong>Zoom Harold</strong> --- Bb Drop-in Help: <strong>Zoom Judie</strong> --- Bb Drop-in Help: <strong>Zoom Harold</strong> ---</td>
<td>Remote Learning Template: <strong>Zoom Judie</strong> --- Bb Drop-in Help: <strong>Zoom Harold</strong> ---</td>
</tr>
<tr>
<td>Week of August 24</td>
<td>Monday 8/24</td>
<td>Tuesday 8/25</td>
<td>Wednesday 8/26</td>
<td>Thursday 8/27</td>
<td>Friday 8/28</td>
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<tr>
<td>1:00 pm</td>
<td>Zoom Drop-in Help: Zoom Media</td>
<td>Zoom Drop-in Help: Zoom Media</td>
<td>Zoom Drop-in Help: Zoom Media</td>
<td>Zoom Media</td>
<td>Zoom Drop-in Help: Zoom Media</td>
</tr>
<tr>
<td>2:00 pm</td>
<td>Bb Drop-in Help: Zoom Harold</td>
<td>Designing for Inclusion (RCD): Zoom Judie</td>
<td>Creating Accessible Digital Content: Zoom Judie</td>
<td>Make a Video for Your Course: Zoom Judie</td>
<td>How to Close Caption Videos: Zoom Judie</td>
</tr>
<tr>
<td>Bb Drop-in Help: Zoom Judie</td>
<td>Zoom Drop-in Help: Zoom Media</td>
<td>Bb Drop-in Help: Zoom Harold</td>
<td>Bb Drop-in Help: Zoom Harold</td>
<td>Bb Drop-in Help: Zoom Harold</td>
<td>Bb Drop-in Help: Zoom Harold</td>
</tr>
<tr>
<td>2:30 – 4:00 – Controlling Content Availability with Adaptive Release in Blackboard: Zoom Harold</td>
<td>Accessibility Drop-in Assistance: Zoom Nancy</td>
<td>Zoom Drop-in Help: Zoom Media</td>
<td>Zoom Drop-in Help: Zoom Media</td>
<td>Zoom Drop-in Help: Zoom Media</td>
<td>Zoom Drop-in Help: Zoom Media</td>
</tr>
<tr>
<td>6:00 pm</td>
<td>Video Storage in Ensemble, Plus Assignment Dropboxes: Zoom Craig</td>
<td>Evidence Based Learning Practices (RCD): Zoom Judie</td>
<td>Blackboard Tips and Tricks: Zoom Harold</td>
<td>---</td>
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</tr>
</tbody>
</table>

*Bb = Blackboard  **RCD = Responsive Course Design Workshop Sessions

**Notes:**
- Zoom provides live training at [https://zoom.us/webinar/register/WN_Qkc7KpkNSFOdtWtpZkJFjQ](https://zoom.us/webinar/register/WN_Qkc7KpkNSFOdtWtpZkJFjQ) for new users.
- The Zoom “Getting Started” portal ([https://support.zoom.us/hc/en-us/categories/200101697](https://support.zoom.us/hc/en-us/categories/200101697)) also provides a lot of great material and tutorials for new Zoom user.
- **Accessibility Drop-In Assistance** – get 1:1 help ensuring your digital content is accessible.
• **Active Learning in Zoom** – how to increase student engagement during Zoom sessions. Part of the Responsive Course Design (RCD) workshop series.

• **Adaptive Release in Blackboard** – how to give students access to content based on unique parameters.

• **Aligning CLOs with Course Activities** – ensure all CLOs are met, and that your students know them. Part of the Responsive Course Design (RCD) workshop series.

• **Assignment Best Practices** – how to scaffold assignments and use the Bb Assignments tool for best results.

• **Bb Drop-In Help** – get 1:1 help with your Blackboard courses and ask your questions.

• **Blackboard Quizzes 101** – learn how testing works in Blackboard and what options you might use.

• **Blackboard Tips & Tricks** – shortcuts and tools to make working in Blackboard easier.

• **Course Design Best Practices** – ensure your course is set up for your students to navigate intuitively.

• **Creating Accessible Digital Content** – guidance for creating/adding course content that is accessible.

• **Designing for Inclusion** – resources and actions to create an inclusive class environment. Part of the RCD series.

• **Evidence Based Learning Practices** – strategies to improve how students learn. Part of the RCD series.

• **Get Familiar with Zoom Tools** – ways to engage students in active learning techniques in Zoom.

• **How to Close Caption Videos** – make your videos ADA compliant with closed captions.

• **Intro to Blackboard Grade Center** – how to organize the Grade Center and create columns.

• **Make a Video for Your Course** – a key to instructor presence – how to easily make your own videos.

• **Remote Learning Best Practices** – student engagement, active learning, instructor presence, and more.

• **Remote Learning Student Perspective** - Student feedback on remote learning and how we can use this to improve the student experience.

• **Remote Learning Template** – Organize Your Course Materials – ensure students can find what they need.

• **Video Storage in Ensemble, Plus Assignment Dropboxes** – your Zoom videos can be stored in Ensemble for easy integration with Bb, and your students can upload video assignments to an Ensemble Dropbox.

• **Why Are there Gauges in My Course?** – How Ally, the built-in accessibility checker in Bb, helps students.

• **Zoom Drop-In Help** – get 1:1 help with Zoom and ask your questions.

*Suggest additional topics by emailing GCCOnline@Genesee.edu*
### GCC Course Help – Fall 2020, Week of August 31

All sessions held in Zoom; no registration required.

<table>
<thead>
<tr>
<th>Week of August 31</th>
<th>Monday 8/31</th>
<th>Tuesday 9/1</th>
<th>Wednesday 9/2</th>
<th>Thursday 9/3</th>
<th>Friday 9/4</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:00 am</td>
<td></td>
<td>Blackboard Drop-in Help: <a href="#">Zoom Harold</a></td>
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<td>Blackboard Drop-in Help: <a href="#">Zoom Judie</a></td>
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<tr>
<td>11:00 am</td>
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<td>Blackboard Drop-in Help: <a href="#">Zoom Harold</a></td>
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<td>Blackboard Drop-in Help: <a href="#">Zoom Judie</a></td>
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<td><a href="#">Zoom</a> Drop-in Help: <a href="#">Zoom Media</a></td>
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<tr>
<td>1:00 pm</td>
<td>Bb* Drop-in Help: <a href="#">Zoom Harold</a></td>
<td>Bb Drop-in Help: <a href="#">Zoom Harold</a></td>
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<td>Blackboard Drop-in Help: <a href="#">Zoom Harold</a></td>
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<td></td>
<td>Bb Drop-in Help: <a href="#">Zoom Judie</a></td>
<td>Accessibility Drop-in Assistance: <a href="#">Zoom Nancy</a></td>
<td></td>
<td>Blackboard Drop-in Help: <a href="#">Zoom Judie</a></td>
<td></td>
</tr>
<tr>
<td>2:00 pm</td>
<td></td>
<td>Blackboard Drop-in Help: <a href="#">Zoom Harold</a></td>
<td></td>
<td><a href="#">Zoom</a> Drop-in Help: <a href="#">Zoom Media</a></td>
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<tr>
<td>3:00 pm</td>
<td></td>
<td>Blackboard Drop-in Help: <a href="#">Zoom Harold</a></td>
<td></td>
<td>Blackboard Drop-in Help: <a href="#">Zoom Judie</a></td>
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</table>